

# POWERTRACK



**SDDC CONFERENCE - USMC TACK-ON  
01 MAY 06**

*Mr. Roderick  
Callewaert  
LPD-2/JBM*



# AGENDA

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- PowerTrack
- Auto CONOPS
- FedEx Credits
- Missing Transactions
- Small Package Express
- Data Analysis Report
- PSI Certification
- Personal Property Issues
- System Helpdesk POCs
- HQMC POCs



# **POWERTRACK**

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- Commercial, third party freight payment system based on the credit card concept
- Directed for use by MRM#15 in 1997
  - 5 Themes of MRM#15
    - Use an e-commerce solution
    - Adapt a credit card-like solution (3<sup>rd</sup> party payment process)
    - Eliminate govt-unique documentation
    - Build in internal financial controls
    - Provide a single, standard payment sys across all modes of trans.
- Currently being used by MC, Army, AF, Navy, DLA, DCMA, and GSA



# ***POWERTRACK***

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- Current Marine Corps PowerTrack/Auto CONOPS Sites:
  - Blount Island Command
  - MAGTFTC 29 Palms
  - MARFORRES
  - MCAF Quantico
  - MCAS Beaufort
  - MCAS Miramar
  - MCAS Yuma
  - MCBH Kaneohe Bay
  - MC Base Camp Butler
  - MCB Camp Pendleton
  - MCB Camp Lejeune
  - MCB Quantico



# ***AUTO CONOPS***

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- Auto CONOPS (Automated Commercial Transportation Payment and Accounting Process Concept of Operations)
- Automates financial back-end processing
- ~~Embraces latest e-commerce~~
- ~~The Auto CONOPS:~~
  - Eliminates government-unique documentation
  - Reduces cost and infrastructure
  - Automates the payment and accounting process by using:
    - Segmented, pre-edited lines of accounting (LOAs)



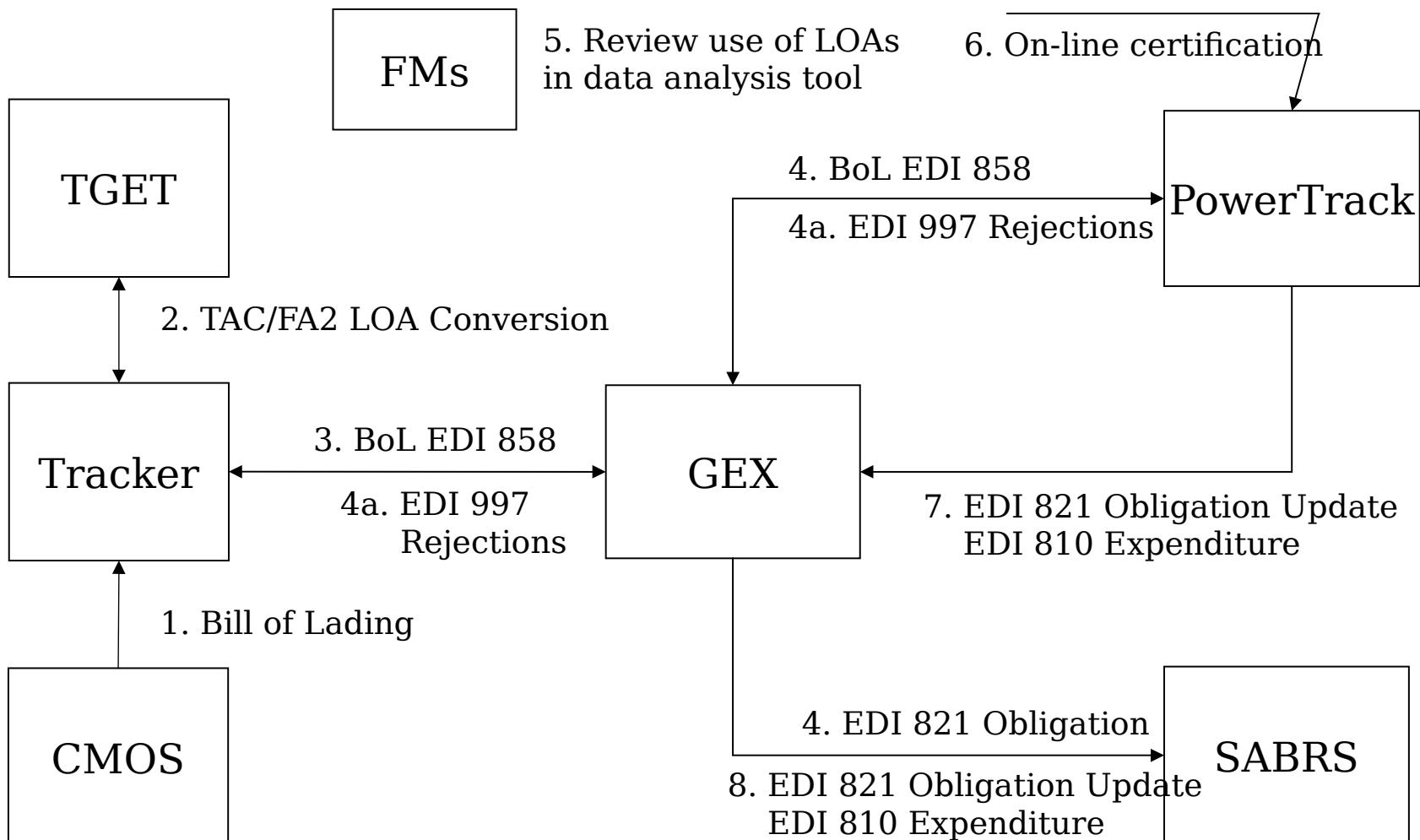
# ***AUTO CONOPS***

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- Increase invoicing efficiency
- Reduce manual workload throughout the entire process
- Comply with financial law, regulations, and policy
  - Use TGET (Transportation Global Edit Table) to validate segmented LOAs
  - Record obligations at time of occurrence via EDI feeds
- Integrate financial and operational systems



# **AUTO CONOPS FLOWCHART (MC)**





# **AUTO CONOPS (MC)**

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- Rolled out to 2 additional MC sites in FY05 (MCB Kaneohe Bay, MCB Camp Butler)
  - Pending Evaluation of MCAS Iwakuni, MCRD San Diego, and MCRD P.I. during FY06 (for PT/Auto CONOPS)
- PowerTrack Summary Invoice (PSI) Certification Process
  - Requires both manual and online certifications for the manual and electronic portions of the PSI
  - Must use the PSI Line Item Detail to research charges for certification
- New USMC Chart of Accounts (COA) for FY06 (all MC sites share)
  - Limitation of COA (Does not allow for same TAC to be associated to multiple LOAs).



# ***AUTO CONOPS (Others)***

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- Pilot sites for Army Rock Island and Navy Norfolk began in FY05 (Additional sites expected to be rolled out from each service in FY06)
- Impact to USMC on Army and Navy Sites being rolled out in FY06
  - Additional USMC LOAs will be paid electronically at DFAS
  - Additional Army and Navy LOAs will be processed electronically with segmented LOAs for USMC PowerTrack Accounts
- Air Force testing is expected to begin in FY06
- DLA has requested to be rolled out after other services have completed implementation



# FEDEX CREDITS

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- Issue: FedEx does not process e-bill credits (refunds) in PowerTrack
- Result: FedEx is mailing refund checks directly to the USMC TMO's office
- HQMC Response: To ensure these refund checks are processed and credited to the correct Line of Accounting (LOA) and Transportation Accounting Code (TAC) the following steps should be followed by the TMO
- Download and complete the DD Form 2277 below
  - Website for NAVCOMPT Form 2277 :  
[http://www.hqmc.usmc.mil/ar/mcefs.nsf/b5a536623154e656852568000051e863/7f030b136173305585256319005c3103/\\$FILE/NAVCOMPT+2277.pdf#search='NAVCOMPT%20Form%202277'](http://www.hqmc.usmc.mil/ar/mcefs.nsf/b5a536623154e656852568000051e863/7f030b136173305585256319005c3103/$FILE/NAVCOMPT+2277.pdf#search='NAVCOMPT%20Form%202277')
  - Remember to include the appropriate TAC that should be credited for the FedEx refund



# **FEDEX CREDITS**

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- Mail the completed NAVCOMPT Form 2277 and the check to:

Defense Finance and Accounting Service  
Kansas City Center/ATKL  
1500 E. 95th Street  
Kansas City, Missouri 64197-0001



# ***MISSING TRANSACTIONS***

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When it is suspected that transactions are missing from PowerTrack, the following steps must be taken by the local system administrator:

1. Verify that a valid BoL has been issued by your office
2. Identify date/time the BoL passed outgoing messages to DAASC in CMOS
3. Go to <https://tracker.wpafb.af.mil/>
4. Insert BoL number into Logistics Data Query screen (No frames)



# ***MISSING TRANSACTIONS***

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## 5. View display results: (example)

- CBL Number: BGMT300147
- TCN: M304003080FE01XXX
- Date/Time Received: Apr 29 16:39 (in Tracker)
- Date/Time Passed: Apr 30 14:15 (to PowerTrack from Tracker)
- DAAS File Name: XWP0161484.119.1.20030429142002
- ICC Number: 002574279
- TAC: Local Funds
- Bill To DODAAC: M93025



# ***MISSING TRANSACTIONS***

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6. For entries in the date/time received and passed fields and the DAAS filename:
  - Tracker has received, processed and transmitted the BoL to PowerTrack on the date/time indicated using the DAAS filename
  - Contact US Bank Helpdesk to obtain confirmation of upload into PowerTrack database by providing them the Interchange Control Number(s) (ICC#) of the file(s) that these CBLs were in, the date the file was sent, and whether or not you received an EDI 997 (rejection notice) acknowledgement from PowerTrack



# ***MISSING TRANSACTIONS***

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7. If there are no entries in the date/time passed and DAAS filename fields, Tracker has received the transaction, but not yet transmitted the BoL
  - Contact Tracker at number shown on website to report problem
8. If there are no entries in the date/time received and passed and DAAS filename fields, then Tracker has not received the BoL
  - Contact the CMOS FAB to report a missing transaction
9. If the above procedures do not resolve the missing transaction issue, contact LPD-2, HQMC (703-695-7930, DSN 225-7930) for assistance.



# ***SMALL PACKAGE EXPRESS***

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- Carrier Invoicing Model
  - MCB Camp Pendleton is inputting shipment information into FedEx PowerShip to receive electronic invoices that load into PowerTrack
- E-bill Invoicing
  - FedEx transactions that are not loaded into PowerTrack by the carrier or are not loaded correctly can be processed by generating an e-bill within PowerTrack
  - MC Base Camp Butler, for example, has denied payment for FedEx transactions and has paid these bills by manually inputting the correct shipment information using information from the paper invoice



# ***SMALL PACKAGE EXPRESS***

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- CMOS/ I2P
  - Air force has completed implementation of I2P, which permits processing of small parcel shipping documentation and feeding buyer-side data to PowerTrack to facilitate use of the Matching Model
  - MCAS Beaufort, MCAS Yuma, and MCB Lejeune are currently using I2P to generate shipping documentation, but they are still using the E-bill Invoicing Model for payment
  - Due to high volumes and I2P processing time, MCB Lejeune is considering reverting back to FedEx PowerShip and using the Carrier Invoicing Model
  - MCB Camp Pendleton is considering testing I2P for generating shipping documentation for UPS small parcel shipments and using the Matching Model
- FedEx PowerShip Version 2285
  - Permits processing of both express and ground shipments
  - Has three shipper reference fields (1) used for TCN (2) used for TAC (3) available for other information
  - In the Carrier Invoicing Model, the TAC is populated in the short-hand alias field in PowerTrack



# DATA ANALYSIS REPORT

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- The Data Analysis tool allows the user to search all transactions in PowerTrack based on a TAC
  - Funds Managers and others use the canned queries to research paid transactions in PowerTrack
- Data Analysis supports the following responsibilities for the funds manager:
  - Review use of Accounting Codes/TACs in PowerTrack using the Data Analysis Report
  - Contact TOs to have them change invalid or inappropriately used Accounting Codes/TACs by creating BoL updates
  - Record year-end accruals using PowerTrack Data Analysis Report
  - Obligating Pre-Val failures (No exceptions)
    - If incorrect TAC charged, take corrective action “charge must be posted immediately...” (This is one of those missed opportunities of not reviewing charges against your TACs regularly)



# DATA ANALYSIS REPORT

**The Data Analysis Report allows users to search on the Shorthand Alias field which contains USMC TACs.**

**1) Select the Reports tab from the top menu of the PowerTrack Main Menu.**

**2) To enter the Data Analysis Tool Select “Data Analysis from the list of available Reports**

The screenshot shows the PowerTrack software interface. At the top, there is a navigation bar with links: Transactions, Statements, Reports (which is the active tab), Configuration, Navigation, and Log Out. The Reports tab has a dropdown menu with the following options: Approval Method for Transportation, Approval Performance, Data Analysis (which is highlighted), Expense Distribution, eBill Monitor, LifeCycle Statistics for Buyer, LifeCycle Statistics for Seller, Payment Delays, and Unmatched Transactions. Below the Reports menu, there is a news article titled "New Password Requirements" with a sub-section "New and Improved Seller Statements". The news article discusses enhancements to seller statements, including readability, load-time speeds, and overall performance. It also mentions that information is now displayed faster, supports portrait printing, and can be displayed with or without full transaction detail. A link "Click here" is provided for more information. At the bottom of the news article, there is a "PowerTrack News" section with a date "Nov. 15, 2005" and a text about maintaining data privacy and security.

**2006 U.S. BANK FSC ORLANDO, FLORIDA JAN. 31 – FEB. 2, 2006**  
[www.usbankconference.com](http://www.usbankconference.com)  
"Working together is **Success**" – Henry Ford

**2006 Financial Supply Chain Conference Registration Begins!**

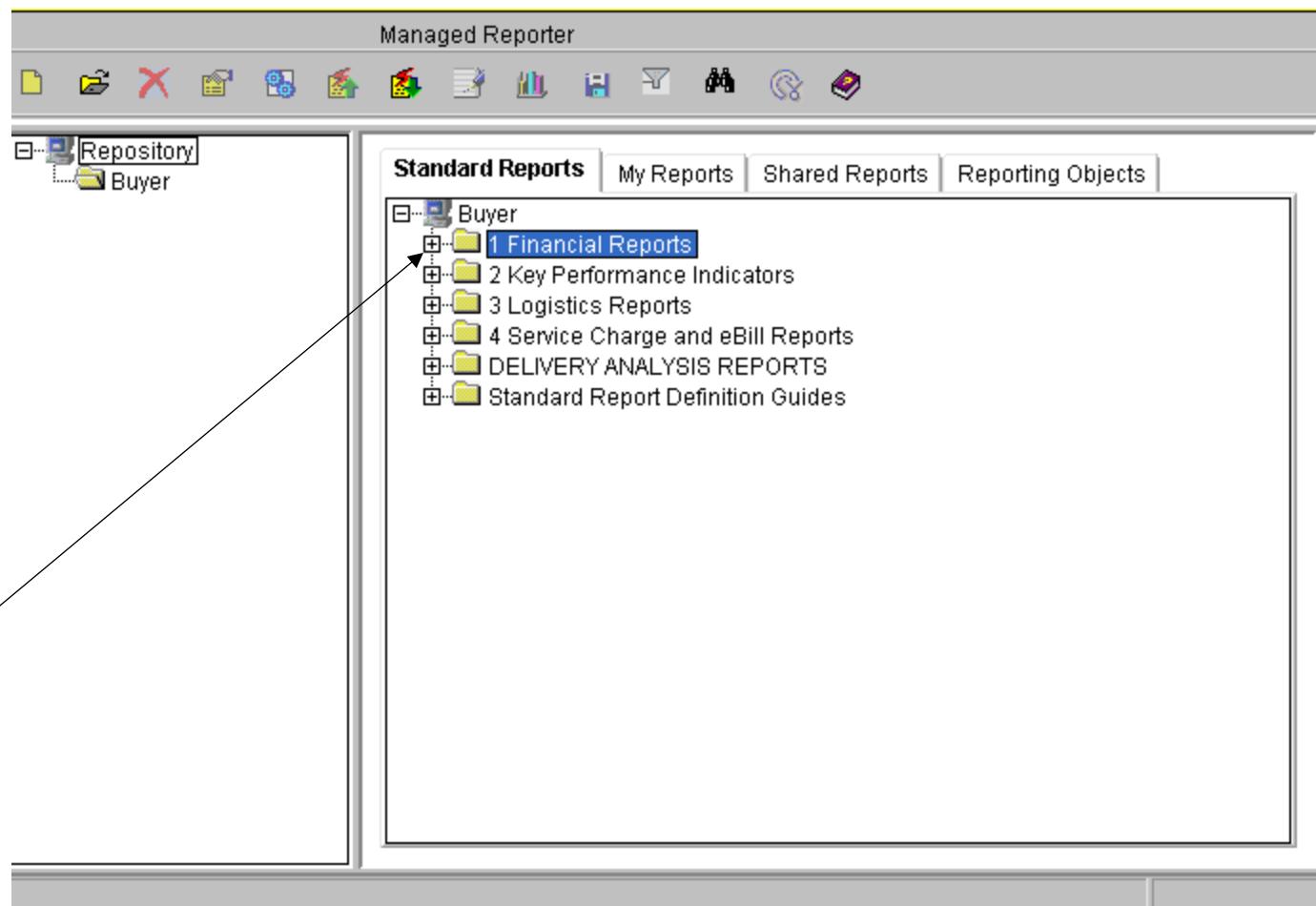
The 2006 U.S. Bank Financial Supply Chain Conference is an event you won't want miss! This year's conference in Orlando will spotlight education, featuring expanded half-day learning modules jam-packed with useful ideas and tips. For full conference and registration details, visit [www.usbankconference.com](http://www.usbankconference.com).



# DATA ANALYSIS REPORT

**A list of Canned Reports is provided and available for use to the TMO. To view a report on a specific USMC TAC used from different shippers, the TMO will select the “Financial Reports” folder.**

**3) Double Click on the “Financial Reports” folder.**





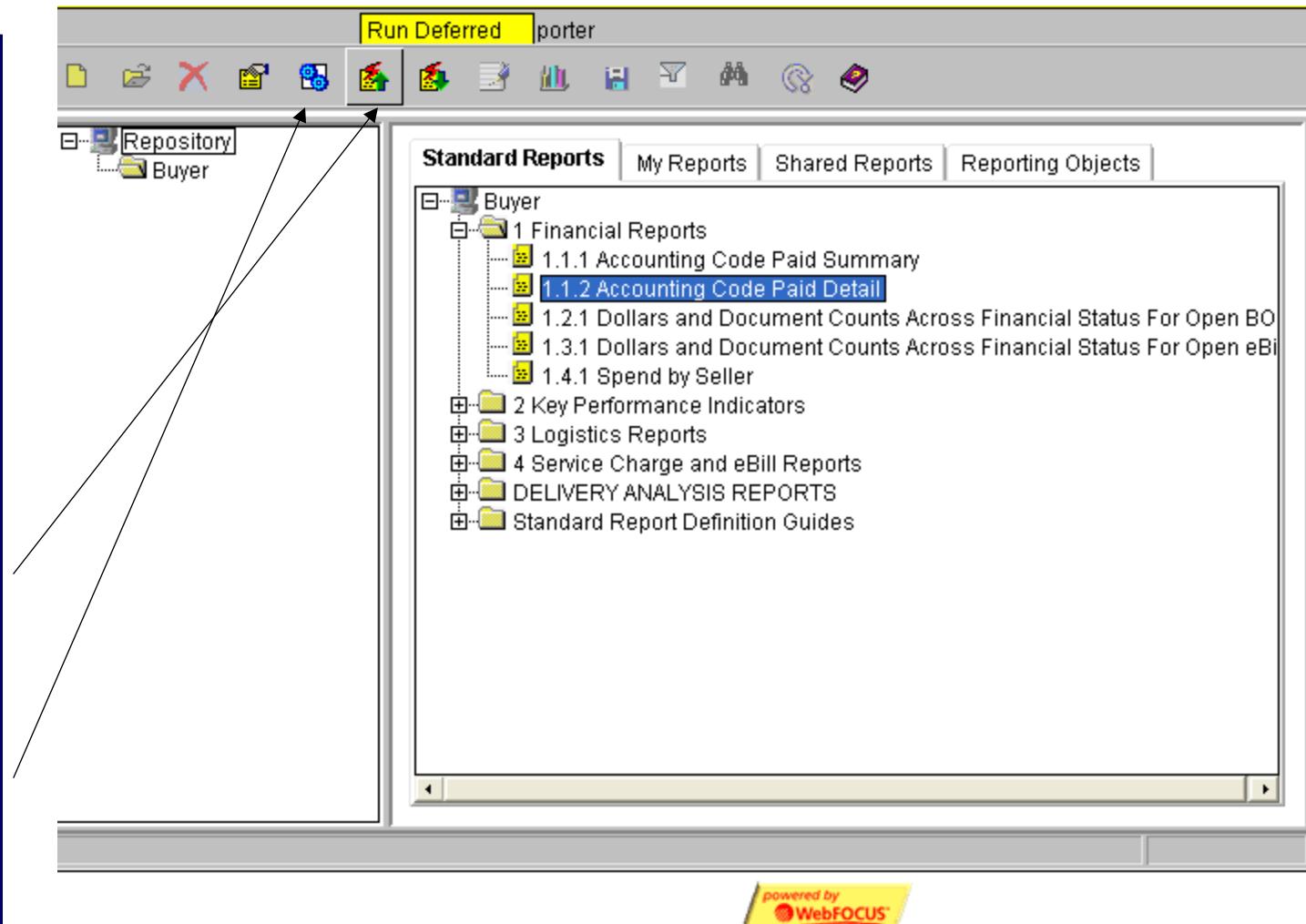
# DATA ANALYSIS REPORT

**4) Select the Financial Report  
“1.1.2 Accounting Code Paid Detail”**

**To Ensure that the Report does not time out in PowerTrack it is recommended that the user run the report as**

**5a) Select “Run Deferred” to run the report as**

**5b) To get the results immediately click “Run Report”. \*This option may time out in PowerTrack”**





# DATA ANALYSIS REPORT

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**6a&b) Enter the desired search criteria into the empty cells. "MGR3" is used in this example**

**7a&b) Click the "Submit" button**

Seller Paid Date >= (in YYYYMMDD format):

Seller Paid Date < (in YYYYMMDD format):

Accounting Code Contains(optional):

Output Format:



# DATA ANALYSIS REPORT

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**The following page is displayed to indicate the report has been submitted.**

**8a) Close this window and follow the remaining steps to find the report.**

 **Deferred Report Notification** 

Wednesday, January 11, 2006 1:44:48 PM

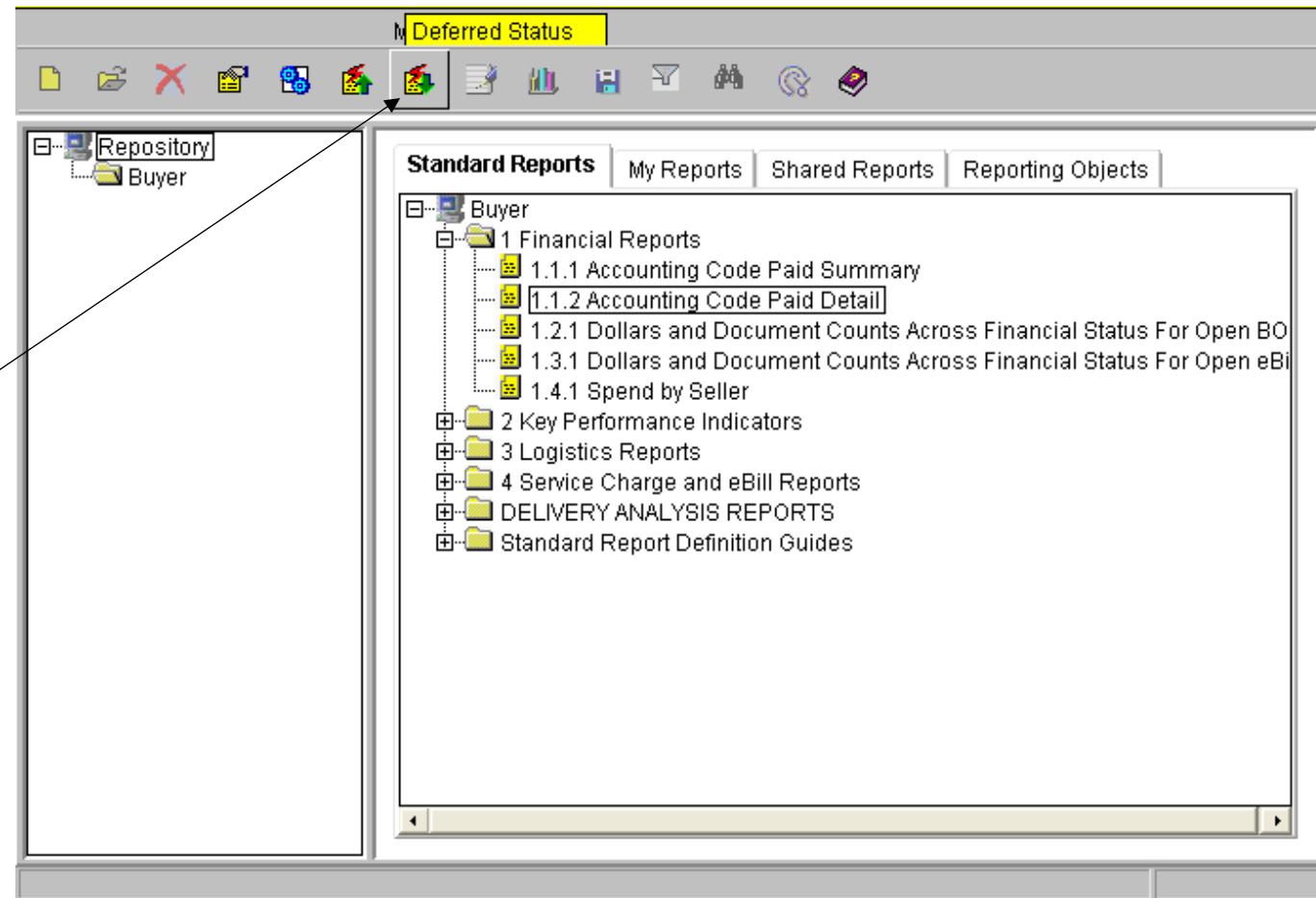
1.1.2 Accounting Code Paid Detail  
has been successfully submitted for deferred execution.



# DATA ANALYSIS REPORT

**9a) To view the status of the report log back into the Data Analysis Report.**

**10a) Select “Deferred Status”**





# DATA ANALYSIS REPORT

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**11a) The TMO selects his or report by clicking "View".**

WebFOCUS Deferred Report Status as of Wednesday, January 11, 2006 1:47:16 PM Information Builders.

Refresh  Help

Refresh every  seconds. (min. 5 seconds) Enable Refresh:

Completed		Domains	Description	Options
Date/Time Submitted				
Wednesday, January 11, 2006 1:44:48 PM		Buyer	1.1.2 Accounting Code Paid Detail	<a href="#">Delete</a> <a href="#">View</a> <a href="#">Save</a> <a href="#">Parameters</a>



# DATA ANALYSIS REPORT

**The Data Analysis Report results are displayed in Excel Format.**

**12a & 8b)**  
**After viewing the results, the TMO can save the report by clicking on File Save as from the top left part of the screen.**

1 Accounting Code Paid Detail Report						
2 BOLs and eBills Paid From 10/01/2005 Through Before 01/10/2006 - Run Date 01/11/06						
3 Accounting Code	Buyer Doc ID	Seller Doc ID	eBill Number	Carrier Code	Doc Type	Seller Pa
4 ** *****M0002705GB0MGR3***						
5 0 17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	P53352MMFAD25263R008MGR3	713898926406	P53352MMFAD25263R008MGR3	FDE	BOL	10/13/
6 0 17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	2168089	2168089	2168089	LDWY	BOL	10/11/
7 0 17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	8209313	8209313	8209313	LRGR	BOL	10/11/
8 0 17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	8209330	8209330	8209330	LRGR	BOL	10/11/
9 0 17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	CLMC501687	2564008	CLMC501687	MCET	BOL	10/04/
10 0 17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	CLMC501688	2563670	CLMC501688	MCET	BOL	10/04/
11 0 17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	CLMC501690	2569342	CLMC501690	MCET	BOL	10/11/
12 0 17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	CLMC501690	2569342	CLMC501690	MCET	BOL	10/11/
13 0 17**20052005*1106*27T0***00027**5CB4M GR32005***M00027*4****2200***M00027	CLMC501691	242816	CLMC501691	MCLK	BOL	10/11/



# ***PSI CERTIFICATION***

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- PSI (PowerTrack Summary Invoice)
- Two step certification process
  1. Electronic Certification
  2. Manual Certification



# PSI CERT. PROCESS - ONLINE

## Online Certification

### Usage Instructions (1 - 10):

1. Login to PowerTrack
2. Select **Statements** menu item
3. Select **Summary  
Invoice** menu item

PowerTrack® The Smart Currency™ - Microsoft Internet Explorer provided by HQMC

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss Research

Address <https://www.powertrack.usbank.com/powertrack/> Go Links

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Transactions Contracts Statements Reports Configuration Navigation Log Out

**Summary Invoice**

**DoD Picks PowerTrack for Personal Property Moves**

On February 3, 2005, the DoD mandated the use of PowerTrack for all personal property moves. Currently, 37 sites are using the PowerTrack Payment Network with more to be rolled out in the coming months.

"We are excited to welcome all the new transportation service providers onboard," said Richard G. Langer, General Manager for PowerTrack. "As the busy moving season begins, we are pleased to help improve the moving experience for military family members."

Download a copy of the [Federal Registry Notice](#).

**New Support for European Buyers and Sellers!**

To serve you better, PowerTrack is pleased to announce that we opened a European customer service center offering bilingual support. Representatives are available Monday through Friday from 9:00 a.m. to 5:30 p.m. Central European Time (CET) to answer all of your questions about PowerTrack.

If you need assistance with PowerTrack when in Europe, contact the European customer service center by calling:

- In the UK: +00353.402.25733
- In Germany, Austria or the Netherlands: +800.3876.2669
- In Turkey: +800.4488.21125

For extended hours, you may continue to call PowerTrack Customer Service in the U.S. at +001.612.973.3170.

User: rcallewaert1

Internet

**FSC Registration Begins!**

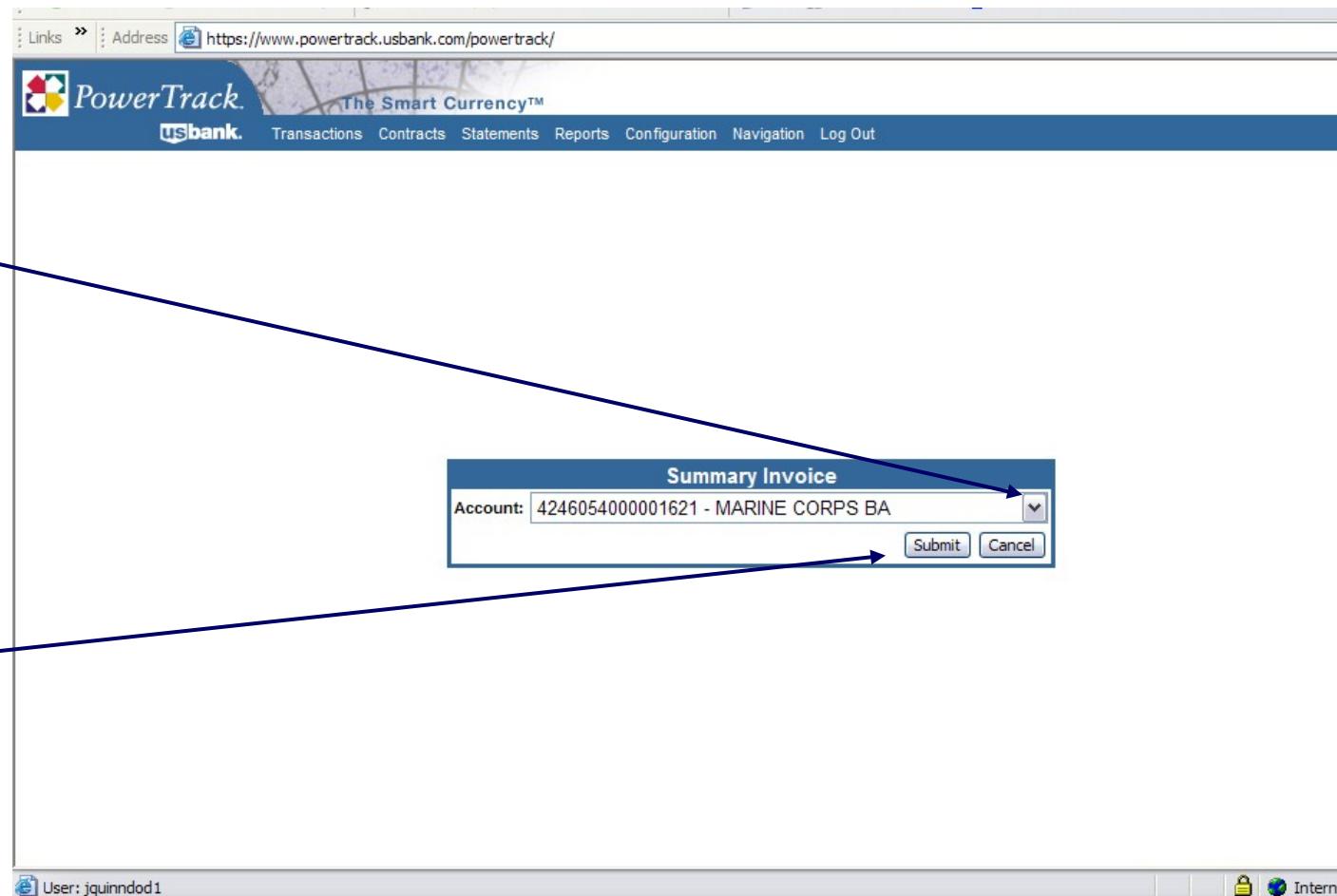
If you thought that the 2004 conference was good, just wait for our conference in San Diego. There's more of everything, more labs, more case studies, and yes, we are once again featuring the "Big Event"! To learn more, visit [www.usbankconference.com](http://www.usbankconference.com).



# PSI CERT. PROCESS - ONLINE

**4.** The PowerTrack Account Number will populate automatically to the most current account selected based your user ID (if another account is desired - select the arrow in the drop down box to the right of the Account Number).

**5.** Click 'Submit'





# PSI CERT. PROCESS - ONLINE

6. Select the Summary Invoice that requires certification (**“Approval Required”**) by clicking the Summary Invoice Number.

7. Click the detail button from the menu bar to view detail.

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**Summary Invoice List**

Account: 4246054000001621 - MARINE CORPS BA  
Currency: USD - US Dollar

Back Jump Search Detail Edit Save Downlc Print Refresh

Summary Invoice Number	Cycle Date	Availability Date	Status	Summary invoice Amount	Payments	New Balance	Approver Name
4246054000001621106D	October 15, 2004	October 16, 2004	Approval Required	52,387.85	80,145.40	52,296.82	
4246054000001621096D	September 15, 2004	September 16, 2004	Approval Final	80,145.40	16,253.74	80,054.37	Don Fitch
4246054000001621086B	August 16, 2004	August 17, 2004	Approval Final	16,253.74	39,711.36	16,162.71	Don Fitch
424605400000162107693	July 15, 2004	July 19, 2004	Approval Final	39,711.36	64,526.74	39,620.33	Don Fitch
42460540000016210666E	June 15, 2004	June 16, 2004	Approval Final	115,447.32	167,754.81	64,435.71	Don Fitch
42460540000016210564A	May 17, 2004	May 18, 2004	Approval Final	66,015.29	6,251.49	116,743.20	Don Fitch
4246054000001621045C	April 15, 2004	April 16, 2004	Approval Final	57,070.43	19,336.53	58,979.40	Don Fitch
42460540000016210359E	March 15, 2004	March 16, 2004	Approval Final	19,336.53	45,786.57	19,245.50	Don Fitch
424605400000162102597	February 16, 2004	February 17, 2004	Approval Final	45,786.57	35,862.82	45,895.54	Don Fitch
424605400000162101594	January 15, 2004	January 16, 2004	Approval Final	35,662.62	77,580.44	35,571.59	Don Fitch
424605400000162112592	December 15, 2003	December 16, 2003		47,295.28	0.00	77,489.41	
424605400000162111590	November 17, 2003	November 18, 2003		30,285.16	124,139.12	30,194.13	
42460540000016211058F	October 15, 2003	October 16, 2003		60,500.13	0.00	124,048.09	

Download Line Item Detail      Download Transaction Level Detail



# PSI CERT. PROCESS - ONLINE

**8. The detail view will show both electronically and manually billed Accounting Codes.**

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New Balance: 52,296.82

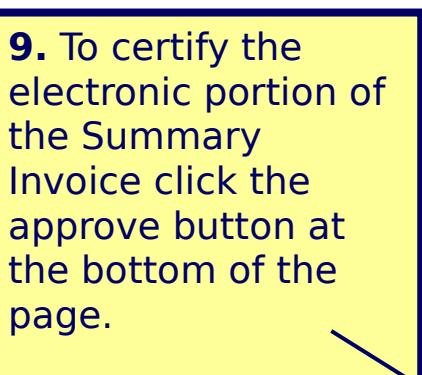
Back Jump Search Detail Edit Save Download Print Refresh

Summary by Accounting Code		
Electronically Billed Accounting Codes	Occurrences	Amount
17**20042004*1106*27A0***00027*M00027*3TRANSCBMCG9***M54050* 2200****M5405004CB4MCG9*AA*067443**2D*	13	2,458.16
17**20042004*1106*27A0***00264*M00264*3TRANSCBMCC3***M00264* 2200****M2040904CB4MCC3*AA*067443**2D*	6	1,231.35
17**20042004*1106*27A0***67353*M67353*3TRANSCBMCB7***M67353* 2200****M9300404CB4MCB7*AA*067443**2D*	10	4,329.92
17**20042004*1106*27A0***67353*M67353*3TRANSCBMCB7***M67353* *2200****M9300404CB4MCB7*AA*067443**2D*	1	72.37
17**20042004*1106*27M0***00264*M00264*3TRANSCBMCD5***M00264* 2200****M9303804CB4MCD5*AA*067443**2D*	6	660.36
17**20042004*1106*27M0***00264*M00264*3TRANSCBMCD6***M00264* 2200****M9543004CB4MCD6*AA*067443**2D*	5	134.53
17**20042004*1106*27T0***00027*M00027*02704CB4MFAK***000000*4* *2200****M0002704CB4MFAK*AA*067443**2D*	19	16,186.80
17**20042004*1106*27T0***00027*M00027*02704CB4MMT1***000000*4* *2200****M0002704CB4MMT1*AA*067443**2D*	1	4.75
17**20042004*1106*27T0***00027*M00027*PF004PF0MGKV***000000*4* *2200****M0002704CB4MGKV*AA*067443**2D*	56	14,202.98
	<b>117</b>	<b>39,281.22</b>
Manually Billed Accounting Codes		
Manually Billed Accounting Codes	Occurrences	Amount
*****TextLOA*****/.....AQ	1	530.00
AR,*AQR		
NP*****MFAK*MFAK	7	5,469.38



# PSI CERT. PROCESS - ONLINE

9. To certify the electronic portion of the Summary Invoice click the approve button at the bottom of the page.



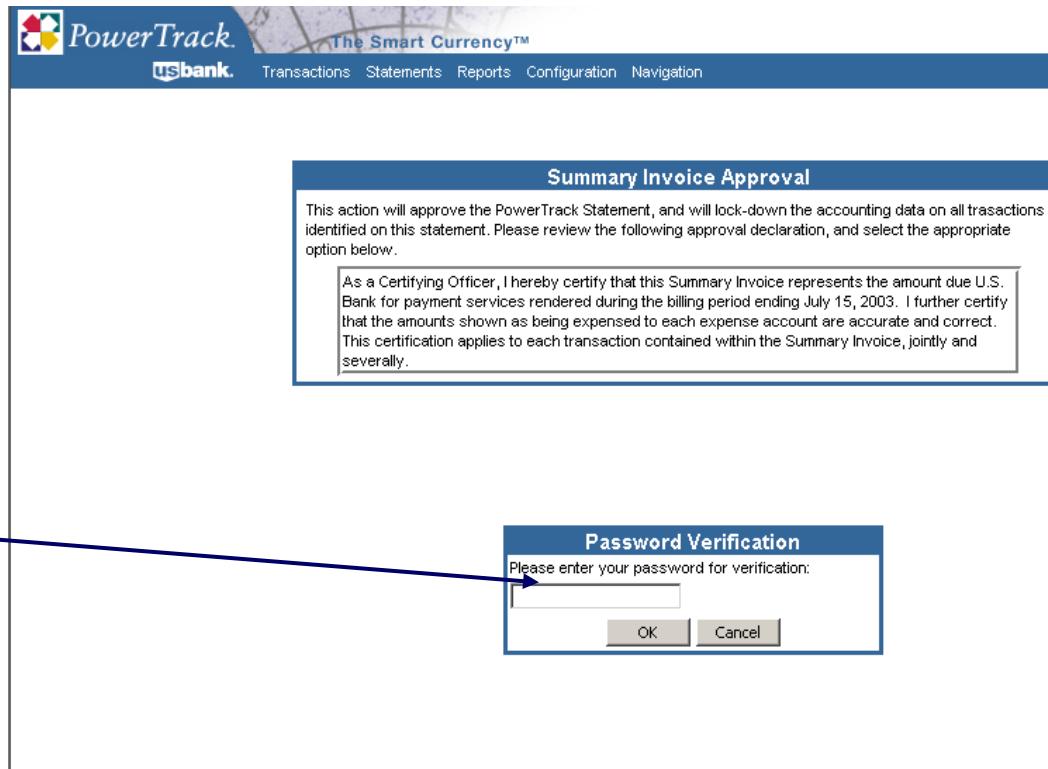
The screenshot shows the PowerTrack software interface for managing electronic invoices. The main window displays a table of 'Electronically Billed Subtotal' items, each with an Accounting Code, Occurrences, and Amount. The total for this section is 13430 and \$487,912.51. Below this is a 'Manually Billed Subtotal' section. The next section, 'PowerTrack Fees', shows 'No Current Fees'. The final section, 'PowerTrack Payments', lists a single entry for 'PAYMENT RECEIVED - THANK' on June 27, 2003, with an amount of \$599,277.55. At the bottom of the interface is a button labeled 'Approve the PowerTrack Summary Invoice'.

Electronically Billed Subtotal		
Accounting Code	Occurrences	Amount
S*****	114	\$8,318.31
S*****97X4930 5BE0 00160 34909 2221 D03KOD	85	\$11,132.96
S2TRANSPN 033181*		
S*****97X4930 5NR0 001 P562.01 2216 N JHH2	2	\$128.32
SN03JHH256201MS S 033181*		
S*****97X4930 5BE0 001 34918 2224 Y03JQD20	2	\$445.37
SCONUS1 033181*		
S*****97X4930 5BE0 001 34918 2224 Y03JQD20	505	\$22,096.75
SCONUS1 033181*		
S11X8242.8LKT.000 01723 C 068892 2D 750006 TK0543J1457T**	5	\$401.62
S97X4930 5BE0 001 34918 2224 Y03JQD20CONUS1 033181**	1490	\$73,971.09
S97X4930 5BE0 00160 34909 2221 D03KOD2TRANSPN 033181**	11170	\$357,377.89
S97X4930.5L50 033181**	1	\$693.81
S97X4930.5NR0 001 P521.01 2216 N JHH2 N03JHH256201MS S 033181**	34	\$10,495.49
S97X4930.5NR0 001 P562.01 2216 N JHH2 N03JHH256201MS S 033181**	22	\$2,860.90
Manually Billed Subtotal		13430
		\$487,912.51
PowerTrack Fees		
No Current Fees		
PowerTrack Payments		
Date	Description	Amount
June 27, 2003	PAYMENT RECEIVED - THANK	\$599,277.55
		\$599,277.55

Approve the PowerTrack Summary Invoice



# PSI CERT. PROCESS - ONLINE



**10. Enter password and click "OK" to approve the Summary Invoice.**

**Summary Invoice Approval**

This action will approve the PowerTrack Statement, and will lock-down the accounting data on all transactions identified on this statement. Please review the following approval declaration, and select the appropriate option below.

As a Certifying Officer, I hereby certify that this Summary Invoice represents the amount due U.S. Bank for payment services rendered during the billing period ending July 15, 2003. I further certify that the amounts shown as being expensed to each expense account are accurate and correct. This certification applies to each transaction contained within the Summary Invoice, jointly and severally.

**Password Verification**

Please enter your password for verification:



# PSI CERT. PROCESS - ONLINE

Once certified the Summary Invoice will include this box at the bottom of the page with approver name, user ID, and date.

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usbank. Transactions Contracts Statements Reports Configuration Navigation Log Out

1/7/2004 2004\*1108\*2710\*\*\*00027\*MO0027\*PF004PFUMGKVV\*\*\*000000\*2  
\*2200\*\*\*\*M0002704CB4MGKVV\*AA\*067443\*\*2D\*

Back Jump Search Detail Edit Save Downl Print Refresh

Manually Billed Accounting Codes	Occurrences	Amount
**XXXXXX*4930*NH3S***77777*N65236*BFY2004N86FG***000000*0** 00****N6523604GBLN86F*AA*065236**2F**N86F/97,,XXXXXXX,4930,NH- .77777,N65236,BFY2004N86FG,,000000,0,,000,,N6523604GBLN86F ,AA,065236,,2F,,N86F,*N86F	2	2,067.70
NP*****AVDE/.....*	1	1,715.00
	<b>3</b>	<b>3,782.70</b>

**PowerTrack Fees**

No Current Fees

**PowerTrack Payments**

Date	Description	Amount
August 30, 2004	PAYMENT RECEIVED - THANK	16,253.74
		<b>16,253.74</b>

As a Certifying Officer, I hereby certify that this Summary Invoice represents the amount due U.S. Bank for payment services rendered during the billing period ending September 15, 2004. I further certify that the amounts shown as being expensed to each expense account are accurate and correct. This certification applies to each transaction contained within the Summary Invoice, jointly and severally.

Approver Name: Don Fitch      User ID: dfitch      Date: 9/17/2004 10:16 AM

Signed: Don Fitch



# PSI CERT. PROCESS - ONLINE

View of Summary  
Invoices once  
certified with  
Certifying Officer  
name and date.

PowerTrack The Smart Currency™  
usbank. Transactions Contracts Statements Reports Configuration Navigation Log Out

**Summary Invoice List**

Account: 424605400001621 - MARINE CORPS BA  
Currency: USD - US Dollar

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Invoice	Cycle Date	Availability Date	Status	Summary Invoice Amount	Payments	New Balance	Approver Name	Approval Date
			Open					
21106DF	October 15, 2004	October 16, 2004	Approval Required	52,387.85	80,145.40	52,296.82		
21096DC	September 15, 2004	September 16, 2004	Approval Final	80,145.40	16,253.74	80,051.87	Don Fitch	September 17, 2004
21088B	August 16, 2004	August 17, 2004	Approval Final	16,253.74	39,711.36	16,162.71	Don Fitch	August 17, 2004
2107693	July 15, 2004	July 19, 2004	Approval Final	39,711.36	64,526.74	39,820.33	Don Fitch	July 20, 2004
210666E	June 15, 2004	June 16, 2004	Approval Final	115,447.32	167,754.81	64,435.71	Don Fitch	June 18, 2004
210564A	May 17, 2004	May 18, 2004	Approval Final	66,015.29	6,251.49	116,743.20	Don Fitch	May 19, 2004
21045C	April 15, 2004	April 16, 2004	Approval Final	57,070.43	19,336.53	56,879.40	Don Fitch	April 20, 2004
210359E	March 15, 2004	March 16, 2004	Approval Final	19,336.53	45,786.57	19,245.50	Don Fitch	March 19, 2004
2102597	February 16, 2004	February 17, 2004	Approval Final	45,786.57	35,662.62	45,695.54	Don Fitch	February 20, 2004
2101594	January 15, 2004	January 16, 2004	Approval Final	35,662.62	77,580.44	35,571.59	Don Fitch	January 28, 2004
2112592	December 15, 2003	December 16, 2003		47,295.28	0.00	77,489.41		
2111590	November 17, 2003	November 18, 2003		30,285.16	124,139.12	30,194.13		
211058F	October 15, 2003	October 16, 2003		60,500.13	0.00	124,048.09		

Download Line Item Detail      Download Transaction Level Detail



# PSI CERT. PROCESS - MANUAL

## Manual Certification

### Usage Instructions (1 - 11):

1. Login to PowerTrack
2. Select **Statements** menu item
3. Select **Summary Invoice** menu item

**PowerTrack** The Smart Currency™  
usbank. Transactions Statements Reports Configuration Navigation

Welcome, [Logout](#) [Summary Invoice](#)

[About PowerTrack](#)  
2003 Conference  
General Info  
FAQ  
News Releases  
Privacy Pledge  
PowerTrack Connections

[Business Partners](#)  
Certified Seller List  
Seller Certification

[Training Opportunities](#)  
Buyer Training Schedule  
Seller Training Schedule  
Quick Reference Guide

[Contact Information](#)  
email: [powertrack@usbank.com](mailto:powertrack@usbank.com)  
phone: [1-800-417-1844](tel:1-800-417-1844)  
U.S. Bank  
[www.powertrack.com](http://www.powertrack.com)

**Get Your Computer Ready for the PowerTrack Release 2.7**

This July, PowerTrack will add new and industry-leading accounting features as part of our upcoming system release, PowerTrack Release 2.7. This upgraded version of PowerTrack will allow users unparalleled control and automation of the expense classification process, enabling superior expense control throughout the payment cycle.

PowerTrack is designed to be easily accessible from standard versions of Microsoft® Windows® operating systems and Microsoft® Internet Explorer, using the most up-to-date technology available. To take advantage of the functionality coming in PowerTrack R2.7, you may need to upgrade your computer operating system and internet browser. Please forward these system requirements to your Information Systems staff to determine if your system needs to be upgraded.

**Operating System Changes**

If you use Microsoft® Windows® 95 or Microsoft® Windows® 98, you will need to upgrade your operating system to use PowerTrack R2.7. Because Microsoft no longer offers technology upgrades for these operating systems, they are not capable of supporting standard Internet technologies used in the PowerTrack environment. Also, Microsoft intends to discontinue support for Microsoft® Windows® NT 4.0 on June 20, 2003. You



### Conference Details...

**When:** Tuesday, June 24 – Thursday, June 26, 2003

**Where:** San Francisco Marriott  
55 Fourth Street  
San Francisco, CA 94103

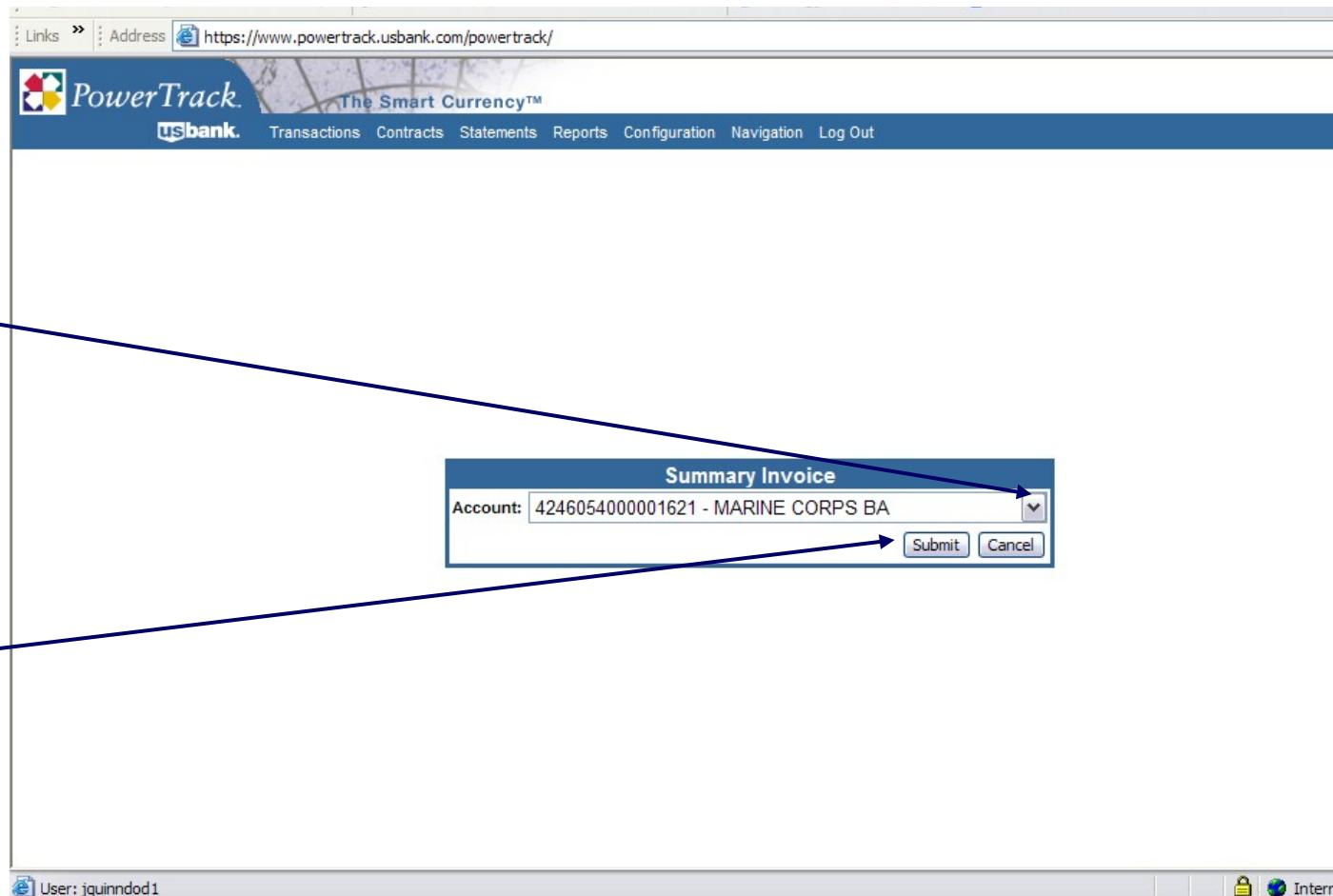
**Registration Fee:** \$495 per person



# ***PSI CERT. PROCESS - MANUAL***

**4.** The PowerTrack Account Number will populate automatically to the most current account selected based your user ID (if another account is desired - select the arrow in the drop down box to the right of the Account Number).

**5.** Click 'Submit'





# PSI CERT. PROCESS - MANUAL

**6. Select the Summary Invoice that requires certification (“Approval Required”) by clicking the Summary Invoice Number.**

**7. Click the detail button from the menu bar to view detail**

**PowerTrack The Smart Currency™**

usbank. Transactions Contracts Statements Reports Configuration Navigation Log Out

**Summary Invoice List**

Account: 424605400001621 - MARINE CORPS BA  
Currency: USD - US Dollar

Back Jump Search Detail Edit Save Downlc Print Refresh

Invoice Number	Cycle Date	Availability Date	Status	Summary Invoice Amount	Payments	New Balance	Approver Name	Approval Date
			Open					
16211096D	October 15, 2004	October 16, 2004	Approval Required	52,387.85	80,145.40	52,296.82		
1621096D	September 15, 2004	September 16, 2004	Approval Final	80,145.40	16,253.74	80,054.37	Don Fitch	September 17, 2004
1621086B	August 16, 2004	August 17, 2004	Approval Final	16,253.74	39,711.36	16,162.71	Don Fitch	August 17, 2004
162107693	July 15, 2004	July 19, 2004	Approval Final	39,711.36	64,526.74	39,620.33	Don Fitch	July 20, 2004
16210666E	June 15, 2004	June 16, 2004	Approval Final	115,447.32	167,754.81	64,435.71	Don Fitch	June 18, 2004
16210564A	May 17, 2004	May 18, 2004	Approval Final	66,015.29	6,251.49	116,743.20	Don Fitch	May 19, 2004
1621045C	April 15, 2004	April 16, 2004	Approval Final	57,070.43	19,336.53	56,979.40	Don Fitch	April 20, 2004
16210359E	March 15, 2004	March 16, 2004	Approval Final	19,336.53	45,786.57	19,245.50	Don Fitch	March 19, 2004
162102597	February 16, 2004	February 17, 2004	Approval Final	45,786.57	35,662.62	45,695.54	Don Fitch	February 20, 2004
162101594	January 15, 2004	January 16, 2004	Approval Final	35,662.62	77,580.44	35,571.59	Don Fitch	January 28, 2004
162112582	December 15, 2003	December 16, 2003		47,295.28	0.00	77,489.41		
162111590	November 17, 2003	November 18, 2003		30,285.16	124,139.12	30,194.13		
16211059F	October 15, 2003	October 16, 2003		60,500.13	0.00	124,048.09		

Download Line Item Detail      Download Transaction Level Detail



# PSI CERT. PROCESS - MANUAL

8. Click the print button to print the Summary Invoice for manual certification and signature.

The screenshot shows the PowerTrack software interface. At the top, there is a navigation bar with links for Transactions, Contracts, Statements, Reports, Configuration, Navigation, Log Out, and various tool icons. The main area displays a table of transactions with columns for Transaction ID, Description, and Amount. A blue arrow points from the text in the yellow box to the 'Print' icon in the top right of the software window. Another blue arrow points from the text in the yellow box to the summary table below.

Transaction ID	Description	Amount
2200****M5405004CB4MCG9*AA*067443**2D*		
17**20042004*1106*27AD****00264*M00264*3TRANSCBMC3***M00264*		
2200****M2040904CB4MCC3*AA*067443**2D*		
17**20042004*1106*27AD****67353*M67353*3TRANSCBMCB7***M67353*	10	4,329.92
2200****M9300404CB4MCB7*AA*067443**2D*		
17**20042004*1106*27AD****67353*M67353*3TRANSCBMCB7***M67353*	1	72.37
*2200****M9300404CB4MCB7*AA*067443**2D*		
17**20042004*1106*27M0****00264*M00264*3TRANSCBMC5***M00264*	6	860.36
2200****M9303804CB4MCD5*AA*067443**2D*		
17**20042004*1106*27M0****00264*M00264*3TRANSCBMC6***M00264*	5	134.53
2200****M9543004CB4MCD6*AA*067443**2D*		
17**20042004*1106*27T0****00027*M00027*02704CB4MFAK***000000*4*	19	16,186.80
*2200****M0002704CB4MFAK*AA*067443**2D*		
17**20042004*1106*27T0****00027*M00027*02704CB4MMT1***000000*4*	1	4.75
*2200****M0002704CB4MMT1*AA*067443**2D*		
17**20042004*1106*27T0****00027*M00027*PF004PF0MGKV***000000*	56	14,202.98
*2200****M0002704CB4MGKV*AA*067443**2D*		
		117
		<b>39,281.22</b>

Accounting Codes  
requiring online /  
electronic  
certification.

Accounting Codes  
requiring manual  
certification.

The screenshot shows a table titled 'Manually Billed Accounting Codes' with columns for Accounting Code, Occurrences, and Amount. A blue arrow points from the text in the yellow box to the first row of the table. Another blue arrow points from the text in the yellow box to the total row at the bottom of the table.

Manually Billed Accounting Codes	Occurrences	Amount
*****TextLOA*****/.....AQ	1	530.00
AR,*AQAR		
NP*****/.....MFAK*MFAK	7	5,469.38
NP*****/.....MCD6*MMT1	1	188.78
NP*****/.....MMT1*MMT1	3	84.70
NP*****/.....MFAK/.....*	1	1,919.31
NP*****/.....AVDS/.....*	1	1,793.60
NP*****/.....MCB6,*	1	1,008.41
MCB6		
NP*****/.....A4MP,*	1	1,944.97
A4MP		
NP*****/.....M4JP/.....*	2	167.48
		<b>18 13,106.63</b>

## PowerTrack Fees

No Current Fees

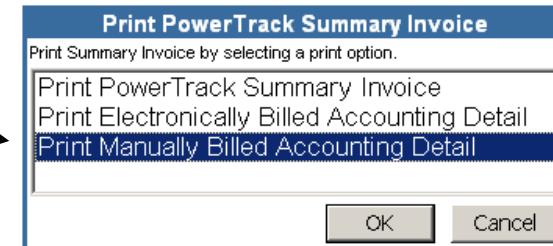


# PSI CERT. PROCESS - MANUAL

**9. Select “Print Manually Billed Accounting Detail” print option / view and click OK. It is **very important** that the CO only certifies the manually billed detail on the paper copy of the invoice to avoid duplicate payments by DFAS.**

**10. Sign the Manual Section of the Summary Invoice to Certify.**

**11. Mail the certified manual portion of the Summary Invoice to DFAS Commercial Pay.**



**NOTE: After selecting OK a warning box will appear indicating “This page is best printed using landscape” - Select OK**



# ***PERSONAL PROPERTY ISSUES***

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- February 3, 2005, DoD mandated the use of PowerTrack for all personal property moves
- Currently, 37 sites are using the PowerTrack Payment Network with more to be rolled out in the coming months
  - See Federal Register, Vol. 70, No. 22/Thursday, February 3, 2005, Notices for more details

**HQMC, LPD POCs:**

- Mr. Robert Butherus  
(725) 695-7762/7765/8072  
DSN 225-7762  
[robert.butherus@usmc.mil](mailto:robert.butherus@usmc.mil)

- Mr. Mark Edwards  
(725) 695-7762/7765/8072  
DSN 225-7762  
[mark.a.edwards5.ctr@usmc.mil](mailto:mark.a.edwards5.ctr@usmc.mil)

- Mr. Willie County  
(725) 695-



# ***SYSTEM HELPDESK***

---

## ***POCS***

- CMOS Help
  - General system problems
    - Duty Hours 24/7
    - (334) 416-5771
    - DSN 596-5771
    - [ssg.swcd.ceds@gunter.af.mil](mailto:ssg.swcd.ceds@gunter.af.mil)
- Missing transactions in CMOS
  - Mr. Gordon Allbritton
    - (334) 416-2067
    - DSN 596-2067
    - [Gordon.allbritton@gunter.af.mil](mailto:Gordon.allbritton@gunter.af.mil)
- PowerTrack Help
  - (800) 417-1844
  - [customer.support@powertrack.com](mailto:customer.support@powertrack.com)
- SABRS Help
  - [sabrshelp@hqmc.usmc.mil](mailto:sabrshelp@hqmc.usmc.mil)
- Tracker Help
  - Duty Hours (EDT)
  - (937) 257-6883
  - DSN 787-6883
  - Mr. John Rhodes
    - (937) 257-6883
    - DSN 787-6883
    - [john.rhodes@wpafb.af.mil](mailto:john.rhodes@wpafb.af.mil)
- DAASC Help
  - Ms. Jennifer Taulbee
    - [jennifer.taulbee@dla.mil](mailto:jennifer.taulbee@dla.mil)
  - EDI HelpDesk
    - [edi@daas.dla.mil](mailto:edi@daas.dla.mil)



# ***HQMC POCS***

---

- Functional Transportation Policy
  - TBD
  - LPD-2
  - (703) 695-7930 ext. 2464
  - DSN 225-7930
- Functional Financial Policy
  - CWO3 Steve Lawhorn
  - RFA
  - (703) 614-2290
  - DSN 224-2290
  - [LawhornSF@hqmc.usmc.mil](mailto:LawhornSF@hqmc.usmc.mil)
- PT User Accounts/Issues
  - Mr. Jonas Baranauskas
  - LPD-2 (IBM)
  - (703) 695-7930
  - DSN 225-7930
  - [powertrack2@hqmc.usmc.mil](mailto:powertrack2@hqmc.usmc.mil)
- Technical Issues
  - Mr. Richard Morrow
  - LPD-1
  - (703) 695-7930
  - DSN 225-7930
  - [Richard.j.morrow@usmc.mil](mailto:Richard.j.morrow@usmc.mil)